

ENGINEERING AND RELATED SERVICES

March 19, 2010

STATE PROJECT NO. 700-99-0529

RETAINER CONTRACT FOR CULTURAL RESOURCES STATEWIDE

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Ms. Nikki Leon

All inquiries concerning this advertisement should be sent in writing to Edward.Wedge@LA.gov.

PROJECT DESCRIPTION

The selected Consultant/Team will perform archaeological and historical evaluations including cultural resources surveys, archaeological testing (National Register testing), data recovery, National Register eligibility evaluations, both Historic American Engineering Record (HAER) and Historic American Building Survey (HABS) documentation, and all necessary Section 106 documentation for the proposed projects covered by a statewide retainer contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

The selected Consultant/Team will be required to provide some or all of the following services for each Task Order:

CULTURAL RESOURCES SURVEYS – The Consultant/Team will be provided with a plan layout or marked aerial photograph designating the study area. The Consultant/Team will: (1) determine the presence of cultural remains, historic and/or prehistoric, and whether these sites are eligible for the National Register of Historic Places (NRHP), and (2) determine the presence of standing structures, or other places or objects, including but not limited to bridges, cemeteries, churches and historic landscapes which are eligible for the NRHP. Generally, the survey will be limited to the DOTD's existing or proposed required right-of-way; however, when the project may impact a structure, etc., outside of the right-of-way (either existing or required) by affecting its

setting, access or some other element of the property, this will also need to be addressed. The resulting Cultural Resources Survey(s) and Cultural Resources Survey report(s) will contain an eligibility determination for each archaeological site, structure, etc., encountered and will meet the standards of the Louisiana Department of Culture, Recreation and Tourism, Division of Archaeology, for such surveys and reports.

All coordination with the State Historic Preservation Officer (SHPO) will be through, or with the express approval of, the Environmental Section.

Background research, including a literature search, will be required. The following data will be delivered to DOTD:

1. A Letter Summary of initial results including recommendation for any sites located within the project area.
2. A Management Summary of initial results including recommendations for any sites located within the project area's Area of Potential Effect may be required for some Task Orders.
3. A Draft Cultural Resources Survey report including recommendations for any National Register eligible/listed archaeological sites/standing structures located within the Area of Potential Effect (APE)
4. Completed archaeological site record/site record update forms
5. Completed Louisiana Historic Resource Inventory forms
6. A Final Cultural Resources Survey report

During the literature search, historical data such as aerial photographs, Sanborn maps, early quadrangle sheets, etc., may yield information about potential hazardous waste sites. Any such site discovered during this survey will be noted and such information will be transmitted to DOTD, separate from the Cultural Resources Survey report.

The Consultant/Team will notify the Environmental Project Manager when the fieldwork begins and ends. The Consultant/Team will also submit to the Environmental Project Manager a bi-weekly report of their progress in the fieldwork. Archaeological fieldwork shall be completed within the timeframe required by each Task Order (this may vary depending on the project) after the notice to proceed is issued. Within ten (10) days after completion of the fieldwork, two copies of the typed, site record form/site record update form and a Letter Summary (also a Management Summary if required for the project) will be forwarded to the Project Manager. If a site does not appear to be eligible for the NRHP, a statement to this effect along with supporting reasons will be included in the Letter Summary (and the Management Summary, if required) and the Draft Cultural Resources Survey Report.

All items recovered from the fieldwork will be laboratory processed and analyzed to accepted professional standards. All materials will be curated in accordance with the current guidelines of the Louisiana Department of Culture, Recreation and Tourism, Division of Archaeology. Any diagnostic artifacts will be illustrated within the report. Within the time frame established for each Task Order, five (5) copies of the Draft Report

will be submitted to DOTD for review. After review, the Consultant/Team will be allowed one (1) month to incorporate recommended changes and submit two (2) additional revised Draft Reports for review. This process will be repeated until an acceptable version has been received. Upon receipt of an acceptable version, the Consultant/Team will be instructed to submit five (5) bound copies of the Final Report.

ARCHAEOLOGICAL TESTING – In most cases, archaeological testing is included under Cultural Resources Surveys (see above). However, the occasion may arise where archaeological testing alone is needed.

Site testing will define the limits within existing and/or required right-of-way, will establish cultural affiliation and will determine eligibility for listing in the NRHP. Background research will be required with particular emphasis on any past archaeological work in the area. Sites will be mapped and delineated with subsurface testing. Once the site limits are determined, test units will be excavated (number of test units to be agreed upon dependent on the site). Test units will measure, at a minimum, one meter by one meter. Placement of test units within the site limits will be at the discretion of the Principal Investigator using initial subsurface testing information.

Documentation (Letter Summary, Management Summary, site/structure forms, report, etc.) and notification (fieldwork start dates, etc.) requirements will be the same as described above if this work is not included under Cultural Resources Surveys (see above).

DATA RECOVERY – A scope of service and compensation for data recovery will be established upon satisfactory completion of the Cultural Resources Survey report and determination of the need for additional services by DOTD. Data recovery may be required at archaeological sites not previously examined under services for this Retainer Contract. Prior to conducting the data recovery, the Consultant will be required to submit a data recovery plan. Five (5) copies of the plan will be submitted to DOTD within two (2) weeks after the notice to proceed has been issued (this may vary depending on the site). After review by both DOTD and the SHPO (and possibly a Tribal Historic Preservation Officer [THPO]), the Consultant/Team will be allowed one (1) week to incorporate recommended changes and resubmit the plan for review. After DOTD and the SHPO (and possibly THPO) have accepted the final data recovery plan, the Consultant/Team will be required to begin fieldwork.

Documentation (Letter Summary, site/structure forms, report, etc.) and notification (fieldwork start dates, etc.) requirements will be the same as described above.

HISTORICAL (ARCHITECTURAL) SURVEY – All standing structures, objects, etc., (including bridges, cemeteries, churches and landscapes) fifty years or older will be evaluated to determine their eligibility for the NRHP. Photographs and brief descriptive data, including accurate locational information, will be required for each structure evaluated. DOTD will determine whether this task is to be performed separately or in conjunction with the Cultural Resources Survey.

HISTORIC AMERICAN ENGINEERING RECORD – Historic American Engineering Record (HAER) documentation will be prepared by the Consultant/Team for projects as necessary. All such documentation will meet the requirements set forth by the Department of the Interior, National Park Service.

HISTORIC AMERICAN BUILDING SURVEY – Historic American Building Survey (HABS) documentation will be prepared by the Consultant/Team for projects as necessary. All such documentation will meet the requirements set forth by the Department of the Interior, National Park Service.

NO ADVERSE/ADVERSE EFFECT DOCUMENTATION – Section 106 documentation for cultural resources that may be affected by projects will be prepared by the Consultant/Team as necessary.

OTHER - The Consultant/Team will provide the Environmental Section with a bi-weekly progress report. The report will include the estimated and actual date of completion of each task to be performed.

REPORT STANDARDS - Reports must be prepared in publishable format according to current organizational and illustrative standards of professional archaeological, architectural, and historic journals. Reports must be typed, single-spaced, on letter size 8.5 x 11 in white bond paper. All pages must be numbered and no hand written parts will be accepted. The Consultant/Team is strictly forbidden to print their name on each page of the text. Photographs, plans, maps, drawings, and text must be clear and clean with typed or mechanically lettered captions. Archaeological site forms must be typed. All reports produced or resulting from these investigations will become the property of DOTD and no portions of the reports may be released to any outside party or otherwise published in any form without prior written consent of DOTD. This includes conclusions, recommendations, drawings, rendering, perspectives, sketches, photographs, specifications, cost estimates, etc.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)

9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice

COMPENSATION

Compensation to the Consultant for services rendered in connection with each TO will be determined on the basis of a negotiated lump sum amount prior to each TO being issued.

The amount payable under this Retainer Contract for services to be performed under the various TOs will not exceed a maximum of **\$500,000**. Each TO will be payable under the respective TO project number which will be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy/travelguide.pdf>. Vehicle rental rates will require prior approval from the DOTD Project Manager.

CONTRACT TIME

This Retainer Contract will be in effect for the duration of **four years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect prior to the expiration date of the Retainer Contract will be completed.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime Consultant must be an Environmental Professional competent in the preparation of National Historic Preservation Act and National Environmental Policy Act documents.
2. At least one Principal or a responsible member of the Prime Consultant must possess a minimum of five years experience in the environmental assessment of highway projects.

3. In addition to the above requirements, the prime Consultant must also employ on a full-time basis, or through the use of a Sub-Consultant(s):
 - a. One Environmental Professional experienced in the preparation of documents in accordance with NEPA work that involves evaluations of historical significance who have completed the course on Section 106 of the National Historic Preservation Act offered by the Advisory Council on Historic Preservation.
 - b. One Principal Investigator for the archaeological work, meeting the Archaeologist Qualifications published in the Louisiana Register dated April 20, 1994.
 - c. One Professional Licensed Architect or Architectural Historian with knowledge of the National Park Service's requirements for the preparation of HABS/HAER documentation.
 - d. Archaeological and other environmental professionals are required for the performance of a significant portion of this work.

EVALUATION CRITERIA

The general criteria to be used by DOTD in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;*
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;**

*The Historic and Archeological (EH) performance rating will be used for this project

**All respondents will receive a 4 for this category.

Complexity Level: moderate

Sub-Consultants will also be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the

corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Edward R. Wedge – Ex officio
2. Nikki Leon – Project Manager
3. Jan Grenfell
4. Trena Woolridge
5. Sharon Gage
6. Robin Spain

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;

- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime Consultant may require the Sub-consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.state.la.us), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped original**) and four copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **700-99-0529** and will be submitted **prior to 3:00 p.m. CST on Monday, April 5, 2010**, by hand delivery or mail addressed to:

Department of Transportation and Development
Attn.: Mr. Edward Wedge, III, P. E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438
Telephone: (225) 379-1989

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.